

**MARTIN CITY COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
January 17, 2023, LIETZ HALL, MARTIN CITY, MT
Minutes**

The meeting was called to order at 7:05 p.m. Present: Board Members President Greg Doggett, Cindy Doggett, Ed Benton, Jim Zerbe, Chief Operator/General Manager Ben Shafer, and Administrative Accountant Victoria Zerbe. Director Tyler Lentz, who has resigned, was absent.

The Minutes for October 18, 2022 were approved by unanimous consent.

The November 1, 2022 bacteriological water test results for coliform taken at the X3 customer connection site was satisfactory. Coliform bacteria was present in the December 5, 2022 sample taken at X4 Glacier Hills pumphouse. In five repeats across the system on December 7, coliform bacteria was absent. A sampling error was attributed to the cause of a positive sample. January 4, 2023 sample taken at X-1, the Deerlick Saloon, was satisfactory. Ben Shafer collected all of the samples.

Chief Operator/General Manager Ben Shafer has continued with the annual valve exercising. The water tank mixer was installed in December by Steve Matelli and the tank's contents are being thoroughly mixed. Flathead Electric contacted MCCWD noting that the District's electricity consumption has increased. The new mixer caused the increase. It was estimated the increase would be about \$30/month. The Board decided that, even with the increased cost of electricity, the tank mixer should run year-round to help ensure good water quality.

The Chief Operator participated in a manganese sample test in November for the Department of Environmental Quality. The results were still pending from the DPHHS. John Helton covered a low temperature alarm over the Thanksgiving holiday. A current price for a Master Meter Acculinx w/XTR, B12-A31-A05-0109B-1 is still needed. Meters were read each month in a timely fashion. Ben will update more frequently the turn-off/on log, and will text or e-mail the Admin with immediate details after they occur for proper accounting fees.

Ben reported that there are 4 single meter pits and 2 double-meter pits on hand, which are being stored in a HHCWD location. They are marked as MCCWD property. Ben was asked to follow-up on the order for 2 more pits from NorthWest Pipe. Completion of the order will depend on price and availability from Core & Main, as a busy installation schedule is expected in the coming months.

The Board President stressed that meter and XTR warranty exchanges need more documentation, review, and follow-through for refunds. Greg's 9/21/22 email documents the pending items. A recent invoice shows we were only given partial credit for 2 recent exchanges, when full credit should have been received since they were 100% warranted for 10 years. Glacier Hills flush hydrants need to be exercised annually. Ben needs to contact the potential vendors for the re-coating of the water storage tank to obtain information about the life cycle costing of the coatings offered. The Chief Operator must also be proactive in the execution and update of the O & M Strategy. He needs to resolve customer Shirley Heitsch's cut wire alert, first reported in November.

The Board reviewed the System Reports for October, November, and December. The total gallon water loss was less than 100,000 gallons, the District's goal, for two of the months and 113,282 gallons for the third. Route 2's continuing increase in water loss is a concern and must be remedied. The Usage Reports revealed nothing unusual. The Exceptional Usage Reports depicted 2 accounts that need investigation: Account #125, Shirley Heitsch, and #189, Charles Bennett. The Year-end Usage and Loss Report, and the Comparison Reports were reviewed next.

The Administrative Accountant reviewed the District's financial statements for October 31, November 30, and December 31, 2022. The total Flathead County Finance Department's deposit into MCCWD's Tax Roll Fund #7273 for 2022 equaled \$30,016.12, and an interest distribution of \$1,328.56 was recorded for the Capital Investment Fund #7274. The Clerk reiterated that these figures are included in MCCWD's actual budget

figures for 2022. There were no comments or questions on the District's Balance Sheets, nor on the Clerk's timesheets.

The 2022 Cash Flow Forecast, as well as the 2023 Cash Flow Forecast, which is presented as a projection of finances for the coming year, were reviewed.

The Disbursement Report for November 15, 2022 listed MCCWD's payment of \$45.45 for Flathead County Real Estate Taxes for the year, and \$422.40 for the Daily Inter Lake Clerk Help Wanted Ad.

A payment of \$504.00 to RVS Software for its 2023 Annual Software Maintenance and Updates, and \$135.00 for ME Lab's 5 water sample retests were listed on the December 15, 2022 Disbursement Report. The last Montana Monthly Withholding tax payment of \$54.00 was recorded. Next year only 1 annual payment will be collected, a significant time saver.

The January 15, 2022 Disbursement Report listed the 941 Employer's Federal Quarterly tax payment of \$695.92, and the MT Unemployment Quarterly Tax payment of \$25.02. The first installment for January, 2023 Montana State Fund Workman's Compensation Insurance of \$334.03, and Core & Main's invoice of \$2,770.59 for 3 meter pits, pads, and lids were recorded.

Greg made a motion to approve the Disbursement Reports dated November 15 and December 15, 2022, and January 15, 2023. It was seconded by Cindy, and unanimously approved by the Board.

The Adjustments Reports for October, November, and December depicted new customer service connection and installation fees, as well as turn-offs and unpaid additional posting fees. The Past Due Lists were reviewed, as were the latest customers posted for non-payment.

Under Old Business, the inside lining re-coating of the storage tank was discussed earlier. Ben will continue to look into obtaining a contractor for the generator enclosure, and place locks on the remaining hydrants without locks. There is no update on the Source Water Protection Plan prepared by MRWS. Proof of ownership for the Torpen purchase of the Robert Jones lot needs to be obtained.

Under New Business, the 2023 MCCWD Annual Budget was reviewed. **After discussion by the Board, the budget figures for Payroll Expenses was increased to \$41,000, and Utilities to \$2,500. Greg made a motion to approve the revised MCCWD's 2023 Budget. Jim seconded the motion and all approved. The Board also approved USDA Rural Development's Budget Report.**

Additional water tests due beginning in 2023 for Nitrate & Nitrite, Arsenic, Rad gross alpha, SOC and VOC were reviewed as the Public Water Supply Monitoring Schedules were provided in the packet for Director review. Tests will be scheduled this year at the beginning of their due cycles.

The Director's vacancy was discussed and a replacement will be sought as soon as possible. Additional back-up for the Chief Operator will also be sought because of the amount of work pending.

The District's next Board Meeting was scheduled for Tuesday, April 18, 2023 at 7:00 p.m. As there were no other items to discuss, Jim made a motion at 9:07 p.m. to adjourn and Ed seconded it; all agreed.

Respectfully submitted,

Victoria Zerbe